

# Guidance for Data Fields in the Water Sample Field Sheet:

North Carolina Division of Water Resources  
Central Laboratory (Water Sciences Section)

## Water Sample Collection & Submittal Form

Visit ID:  
(optional)

19

Tag  
ID

20

### Lab Use Only:

Laboratory

Sample Number:

21

Date Received:

Time Received:

Received By:

Delivery Method:

☐ State Courier  
☐ Hand Delivery  
☐ Other:

Temperature (°C)  
on Arrival :

22

<b>Location Description:</b> 1		<b>Location Code:</b> 2	
<b>County:</b> 3	<b>Collector:</b> 7	<b>Priority:</b> 16	<b>Water Matrix:</b> 17
<b>DWR Region:</b> 4 (based on county)	<b>DWR Office:</b> 8 (or agency name)	<input type="checkbox"/> Ambient <input type="checkbox"/> Routine <input type="checkbox"/> Compliance <input type="checkbox"/> COC <input type="checkbox"/> Emergency <input type="checkbox"/> QA	<input type="checkbox"/> Surface <input type="checkbox"/> Ground <input type="checkbox"/> Waste <input type="checkbox"/> Blank <input type="checkbox"/> Solution
<b>River Basin:</b> 5	<b>Date:</b> 9	<input type="checkbox"/> River/Stream <input type="checkbox"/> Estuary <input type="checkbox"/> Stormwater <input type="checkbox"/> Monitoring Well <input type="checkbox"/> Effluent <input type="checkbox"/> Field Blank <input type="checkbox"/> Filter Blank <input type="checkbox"/> Other:	<input type="checkbox"/> Lake <input type="checkbox"/> Canal <input type="checkbox"/> Water Supply <input type="checkbox"/> Influent <input type="checkbox"/> Trip Blank
<b>Notes:</b> 6	<b>Time:</b> 10		
<input type="checkbox"/> Chlorinated 13 <input type="checkbox"/> De-chlorinated in Field	<b>Sampling Method:</b> <input type="checkbox"/> Grab 11 <input type="checkbox"/> Composite		
<input type="checkbox"/> Filtered in 14 <b>Dissolved analysis:</b> Enter "DIS" in check-boxes for parameters	<b>Sample Depth:</b> 12		
<b>Collector's Comments:</b> 15			

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- Description of sample collection location; may include site or owner name, geographical location, and/or descriptive text.
- Unique FIELD location identification number or code which may be established for a sample location/site. A location code should be associated with only one sample location/site. Can be used for variable depths, multiple sampling events.
- County of North Carolina in which the sample site is located; if outside NC, please include state.
- DWR Office acronym in which the sample site is located; based on sample site, not collector's office; outside NC, use closest office. Acronyms: ARO, FRO, MRO, RRO, WARO, WIRO, WSRO.
- River basin in which sample site is located; optional and generally for surface water sites like rivers, streams, lakes.
- Space for additional sample location information or other field notes.
- Name of person that collected samples; first initial and last name is acceptable.
- DWR Regional Office for sample collector; may also include section or unit name. If outside of DWR, enter agency name.
- Date of sample collection. If composite sample, enter start and end dates.
- Time of sample collection; use military time or include AM/PM. If composite, enter start and end times.
- Check box to indicate sampling method; check "other" and enter method, if needed.
- Sample depth (if applicable). Generally measured in meters (or indicate unit of measurement).
- Check if sample contains chlorine; If measured, enter value in comments; indicate if sample de-chlorinated in field.
- Check if sample was filtered in field at time of collection and is for dissolved analysis - applies to all selected parameters. Enter DIS in check boxes for parameters. Doesn't apply for parameters that include filtration in collection guidance (PC).
- Line for collector to include additional sample site info, site observations, notes, and/or requests.
- Ambient:** Select if for Ambient Monitoring (AMS, RAMS, Lakes), including associated blanks.  
**Routine:** Select if for routine investigation or monitoring, including associated blanks.  
**Compliance:** Select if for compliance situation such as NPDES, permit, and enforcement actions.  
**COC:** Select if including Chain-of-Custody form with samples.  
**Emergency:** Select if sample results are needed ASAP. Primarily intended for spills, public health, enforcement action  
**QA:** Select if for Quality Assurance; prepared solution with known concentration(s); PT samples, round-robin, test solution.

- Surface:** Select for any surface water, e.g. rivers, streams, lakes, estuaries, canals/ditches, stormwater.  
**Ground:** Select for ground water, e.g. monitoring wells and water supply wells.  
**Waste:** Select for waste water sites and discharges, e.g. treated effluent, influent, animal waste.  
**Blank:** Select for blank water samples, e.g. field blank, filter blank, or trip blank.  
**Solution:** Select for prepared solutions, e.g. PT samples, QA standards, experimental solutions.
- Location type - select applicable type; if sample site does not fit any options, select "Other" and enter a type.  
**River/Stream** includes creeks and un-named tributaries.  
**Canal** includes man-made canals and ditches.  
**Water Supply** can be a private well or other water supply well.  
**Effluent** includes discharge from outfalls, discharge/spill from pond (e.g. animal waste).  
**Influent** includes waste water entering a WWTP or settling/treatment pond.
- Field Blanks:** preserved in field the same as associated water samples; includes equipment and rinse blanks.  
**Filter Blank:** filtered and preserved same as associated water samples; usually associated with dissolved analysis.  
**Trip Blanks:** use for trip blanks, which must be submitted with water samples for Volatile Organics.  
**Other:** Select if needed and enter a location type/description.
- Visit ID: Optional; can be used as field ID; primarily used for ambient monitoring stations.
- Tag ID: Number or letter entered on field sheet and the tags for associated sample bottles. Simple method for matching sample bottles to a field sheet (especially when several sites are sampled as a group).
- This column of data fields are for use by chemistry laboratory personnel. The Laboratory Sample Number is generated by the Labworks LIMS and entered on a field sheet following sample log-in.
- Temperature on Arrival: Measured upon receipt of samples at chemistry laboratory using temperature blank bottle from shipment container in which samples were received. Only 1 temp blank bottle required per shipment container.